

◁ THE ▷

# Rock Island Public Library

◁ AND ▷

## READING ROOM.



By-Laws, Rules, Regulations and Laws Relating  
Thereeto.



Published by Authority of Its  
Board of Directors.

ROCK ISLAND PUBLIC LIBRARY  
ROCK ISLAND, ILLINOIS  
1895.

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## Board of Directors.



	Term Expires
THOMAS SMART . . . . .	1895
C. J. LARKIN . . . . .	"
W. A. PAUL . . . . .	"
WALTER JOHNSON . . . . .	1896
J. W. WELCH . . . . .	"
C. C. CARTER . . . . .	"
C. L. WALKER . . . . .	1897
C. W. FOSS . . . . .	"
C. W. DURHAM . . . . .	"

BY-LAWS  
—OF THE—  
ROCK ISLAND PUBLIC LIBRARY  
AND READING ROOM.

REVISED MARCH 23, 1893.

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ARTICLE I.

NAME.

The name of this institution shall be the "Rock Island Public Library and Reading Room."

ARTICLE II.

OFFICERS.

§ 1. The Officers of the Library shall be a President and a Secretary, each to be elected at the annual meeting and to serve for one year or until their successors shall have been elected.

§ 2. It shall be the duty of the President to preside at all the meetings of the Board, to sign warrants for all vouchers approved by the Board, to appoint all standing committees and to prepare for the consideration of the Board the annual report



of the Board of Directors, required by Sec. 7 of the "Free Public Library Act."

§ 3. It shall be the duty of the Secretary to be present at all meetings of the Board, to keep accurate minutes of all transactions, to attest all drafts drawn on the Library Fund in accordance with these rules, and to keep a list of all subjects referred to the committees of the Board, with dates of reference.

### ARTICLE III.

#### MEETINGS.

§ 1. The regular meetings of the Board shall be held on the first Tuesday of each month, at 7:30 o'clock P. M., the regular meeting in July to be the annual meeting, and the fiscal year shall begin on June 1st each year.

§ 2. Special meetings shall be called by the Secretary upon the request of the President or any two members of the Board.

§ 3. Five Directors shall constitute a quorum of the Board to do business.

§ 4. The order of business of the Board at all regular meetings shall be as follows:

1. Reading of minutes of previous meeting.
2. Communications.
3. Reports of officers.
4. Reports of standing committees.
5. Reports of special committees.
6. Unfinished business.
7. New business.

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ARTICLE IV.

COMMITTEES.

Standing committees of the Board shall be composed of three members each, beside the President, who shall be an ex-officio member of all committees. These committees shall be as follows:

1. Committee on Books.
2. Committee on Finance.
3. Committee on Periodicals.
4. Committee on Rooms.
5. Committee on Rules.

ARTICLE V.

AMENDMENTS.

These By-Laws may be changed or amended by a majority vote of the full Board of Directors, PROVIDED that notice of such amendment shall have been given at a previous regular meeting.

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RULES AND REGULATIONS.

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LIBRARY.

RULE I. The Library shall be open each week day (except legal holidays) from 9 o'clock A. M. till 9 o'clock P. M.

RULE II. All residents of the city, non-residents owning property in the city, and other non-residents residing in the vicinity paying one dollar every six months shall be entitled to the use of the Library, in accordance with the regulations: PROVIDED that no person shall be entitled to the use of the



Library except upon such guaranty to obey the rules as may be satisfactory to the Librarian. PROVIDED FURTHER that visitors in the city may take books from the Library on depositing with the Librarian the value of the book, but not less than three dollars, and paying five cents a week for each volume. Such deposit shall be returned on surrender of the membership card, with all dues and fines paid.

RULE III. Each person entitled to draw books from the Library will be supplied with a card inscribed with his or her register number. This card must be presented whenever a book is taken, returned or renewed. Immediate notice of a change of residence must be given to the Librarian. Neglect to do this will subject the card-holder to a forfeiture of privileges. The registered holder is in all cases responsible for books drawn by means of his card by whomsoever presented. To avoid responsibility for books drawn on cards by unauthorized persons, the registered holder should give immediate written notice to the Librarian of the loss of the card. A lost card will be replaced at once on returning all books drawn on the same and the payment of ten cents.

RULE IV. No books of reference shall be taken from the Library.

RULE V. In addition to the general card each person shall be entitled to an extra non-fiction card. No person shall be allowed more than one volume at the same time on either card, EXCEPT that public school teachers shall each be allowed ten additional cards to be used exclusively for school purposes.

RULE VI. Books may be retained two weeks, and may be renewed twice for the same period, except books labeled "Seven-day Book," which cannot be retained more than one week. Books are at all times subject to recall for Library purposes.



**RULE VII.** Any person who retains books longer than the regulations permit shall be fined two cents for each day's detention on each volume, and two cents for each mailed notice. Delinquents will be notified through the mail on the fifth day after their delinquency has occurred, and five days thereafter, if the book has not been returned or renewed, the guarantor will be notified. If the book has not been returned within one month after the first notice has been served, the Librarian shall proceed to collect through the law department of the city the cost value of the book, with accrued fines and other charges.

**RULE VIII.** No book shall be issued to any person who has penalties unsettled.

**RULE IX.** No claim that the notice provided for in Rule VI. did not reach the person, or of any indistinctness of the date affixed to the card by an attendant will be allowed under any circumstances as a valid excuse for not returning a book at the proper time. No claim of a return of book or payment of fine shall be allowed unless the membership card containing receipt for the same is presented.

**RULE X.** Writing in or marking books or periodicals, even for mere correction of typographical errors, tearing or turning down leaves, and all other defacements are strictly forbidden, and all injuries to books, periodicals or other property of the Library must be reported to the Librarian, and adjusted promptly.

#### READING ROOM.

**RULE XI.** The Reading Room shall be open during the same hours as the Library.

**RULE XII.** All persons of respectable character and of such orderly conduct and condition as not to interfere with the



occupation and comfort of others, shall, during all regular hours, have free use of the periodicals and books of the Library in the Reading Room.

**RULE XIII.** Every person who desires to use a book in the Reading Room shall write his or her true name and residence, and the author, title and class-number of the book wanted on the printed form provided for this purpose, and hand the same to the attendant at the delivery desk. Before leaving the room the borrower shall return the book or books to the delivery desk, and shall not, under any circumstances, take the same from the room.

**RULE XIV.** Any person violating these regulations or abusing the privileges of the Library shall be suspended from the use of the same, and the case reported to the Board of Directors for further action.

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**STATUTES RELATING TO PUBLIC LIBRARIES.**

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**I.—ESTABLISHMENT—TAX FUND.—§ 1.** The City Council of each incorporated city, whether organized under general law or special charter, shall have power to establish and maintain a public library and reading room, for the use and benefit of the inhabitants of such city, and may levy a tax of not to exceed two mills on the dollar annually on all the taxable property in the city. . . . **PROVIDED** that the said annual library tax in cities of over 10,000 inhabitants shall not be included in the aggregate amount of taxes as limited by Sec. 1 of Art. VIII of "An act for the incorporation of cities," etc.

**II.—DIRECTORS.—§ 2.** When any City Council shall have decided to establish and maintain a public library and reading room under this act, the Mayor of such city shall, with the approval of the City Council, proceed to appoint a board of nine (9) directors for the same, chosen from the citizens at large with reference to their fitness for such office; and not more than one member of the City Council shall be at any one time a member of said board.

**III.—TERM OF OFFICE—REMOVAL.—§ 3.** The Mayor shall, before the first of July of each year, appoint three directors to take the places of the retiring directors, who shall hold office for three years, and until their successors are appointed. The Mayor may, by and with the consent of the City Council, remove any director for misconduct or neglect of duty.

**IV.—VACANCIES.—§ 4.** Vacancies in the board, occasioned by removals, resignation or otherwise, shall be reported to the City Council and filled as original appointments.

**V.—ORGANIZATION—POWERS OF DIRECTORS—FUNDS.—§ 5.**



Said directors shall . . . elect one of their number president, etc. They shall make by-laws, rules and regulations. \*  
\* \* They shall have exclusive control of the expenditure of all moneys collected, . . . of construction of library building. . . . Provided that all moneys shall be deposited in city treasury to credit of library fund, and kept separate and drawn upon by city officers upon vouchers of the library board. Said board may lease ground or building, appoint librarian and assistants, fix their compensation, etc.

VI.—WHO MAY USE LIBRARY.—§ 6. Any inhabitant of city may use library, subject to rules and regulations of library board. The board may exclude from room all who violate such rules. The board may extend use of library to persons outside of city upon terms and conditions prescribed by regulations.

VII.—REPORT OF DIRECTORS.—§ 7. The board of directors shall make annual report to City Council by second Monday of June, showing condition of trust on June 1st, viz.: Moneys received, how expended; number of books, etc.; number added, number lost; number of visitors; number of books loaned out and general character of such books, verified by affidavit, with such statistics, information and suggestions as are of general interest.

VIII.—PENALTIES.—§ 8. The City Council may fix penalties for injuring any library property.

IX.—DONATIONS.—§ 9. Any person may make donations for the benefit of the library to be held by board of directors according to terms of gift, etc.

XIII.—ERECTION OF BUILDING—PLANS—COST.—§ 13. The directors may erect a library building, by consent of City Coun-



cil, prepare plans, estimate costs, accumulate funds, extend collection of cost not to exceed twenty years. . . . PROVIDED levy made by City Council shall not extend five (5) mills on the dollar.

### ORDINANCE ESTABLISHING PUBLIC LIBRARY.

NAME.—§ 1. That the establishment of the public library and reading room in said city and the acceptance by the city of the donation of the books, pamphlets, papers, fixtures and other property of the Young Men's Library Association, upon the conditions of such donation, as set forth in the ordinance of said city, passed August 12, 1872, be and they are hereby approved and confirmed; and the said public library and reading room shall, henceforth, be kept up and maintained as such, for the use of the inhabitants of said city, and shall be called the "Rock Island Public Library and Reading Room."

PENALTY FOR INJURY TO, OR FAILURE TO RETURN PROPERTY OF.—§ 2. Any person who shall carelessly, wilfully or maliciously cut, tear, write upon, deface, injure or destroy any book, pamphlet, periodical, newspaper, plate, picture, engraving or any other property or thing of value belonging to or under the control of the "Rock Island Public Library and Reading Room," or who shall fail to return thereto any book, pamphlet, periodical, newspaper, plate, picture, engraving or anything of value belonging to or under the control of the said library and reading room, according to the requirements of the by-laws and rules thereof, or after notice so to do, shall be subject to a fine of not less than one dollar nor more than one hundred dollars. All such fines shall, when collected, be paid to the city treasurer, and by him credited to the library fund.



MARSHAL TO MAKE SEARCH AND RETURN OF BOOKS.—§ 3. It shall be the duty of the city marshal, upon notice and request of the librarian of said library, to make diligent inquiry and search for, and, if found, return to said library, any and all books, pamphlets, papers, pictures and other things of value, which may, at any time, have been taken or detained from said library.



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